



### **SECTION 3 – BUSINESS NAME AND ADDRESS**

**Business Name:** The legal business name is the name that will appear on the license. The DBA is the name that you will be doing business as. If you will be using a fictitious business name (DBA) include a filed copy of your fictitious name certificate. Licenses are valid only for the particular business they were issued to.

Legal Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Federal Employer Identification Number (EIN) \_\_\_\_\_

**Address:** Space is provided for two addresses, a physical location address and a billing address. The physical address is the address where the licensed LP-Gas equipment will be physically located. The mailing address is the address where the Board will send all mail and contact to discuss billing issues. Licenses are valid only for the particular premises they were issued to.

**Physical Address:** \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Title: \_\_\_\_\_

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**Billing Address:** \_\_\_\_\_  
(Street Address or P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Title: \_\_\_\_\_

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### **SECTION 4 BUSINESS ENTITY TYPE**

**Business Entity:** Licenses are issued to legal business entities, and are not transferable to any person, firm, association, partnership or corporation. It is suggested that you consult with your legal counsel and/or accountant when deciding on the business entity type. If other than a sole proprietor, include a copy of your annual list of officers filed with the Nevada Secretary of State.

This application is for a (check appropriate business entity):

- ☐ Sole Proprietor
- ☐ Corporation or LLC
- ☐ General Partnership
- ☐ Other – Enter the business entity type \_\_\_\_\_

## **SECTION 5 – FUEL SUPPLIER**

**Fuel Supplier:** Space is provided for the name of the business that will be supplying your business the propane and the equipment required to dispense propane to the public.

Fuel Supplier: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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## **SECTION 6 - PERSONNEL**

**Personnel:** Supply the identifying information below for the sole proprietor, if applying as an individual; the president, vice president, secretary and managing officers, if a corporation or LLC; or all partners if a partnership.

NAME	TITLE OR POSITION	ADDRESS	PHONE

(Attach a separate sheet if necessary)

Have you, or any of you, been previously licensed in the liquefied petroleum gas business in this or any other states?

☐ Yes    ☐ No    If so, who, under what name, when, and what State \_\_\_\_\_

\_\_\_\_\_

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## **SECTION 7 – PLANS AND SPECIFICATIONS**

Detailed plans and specifications of new installations of dispensing stations and cylinder exchange cabinets must be submitted to the Board for approval prior to any commencement of work. For dispensing stations the plans must detail the equipment being installed in relation to property lines, buildings, streets, sidewalks, overhead power lines, all utility easements, emergency electrical shutoff switch, etc. For cylinder exchange cabinets the plans must detail the cabinet(s) in relation to openings into the building, sources of ignition (soda machine, pay phone, etc.), vehicle parking, streets, sidewalks, etc. All plans must give details of how the installation will be protected from vehicle traffic.

Any vertical LP-Gas container that is designed to be self-supporting by the use of steel supports requires a concrete footing. Plans for the required footing must be approval by a Nevada engineer licensed pursuant to chapter 625 of the NRS. The container installation must be able to withstand the anticipated wind and seismic forces at the installation location. The engineer who approves these plans must be aware of the soil conditions at the proposed installation location. This will require a separate soil compaction study be performed by a company that is licensed to do so.

Other installations may also require approval by a licensed Nevada engineer. Contact the Board office if you are unsure if your installation requires such approval.

Include a copy of all plans and specifications for your proposed installation. All plans submitted that are approved by an engineer as required above must be the original “wet stamped” plans.

**PLEASE NOTE: Any future changes that impact the LP-Gas system shall be reported to the Board office immediately.** This may include but is not limited to: LP-Gas equipment change, new construction on property or neighboring property, property use changes, utility relocation, etc.

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## **SECTION 8 – INSURANCE REQUIREMENTS**

Licensees must have insurance against liability for injury to persons and damage to property. The insurance must be kept and remain in force during the lifetime of the operation. Certificates showing such coverage must be on file in the office of the Board and in the office of the company. Include a valid copy of the insurance certificate.

The following items must be listed on the Certificate of Liability Insurance:

- The insured must have the physical location of the installation listed
- The Board must be named as the certificate holder as displayed below:

Nevada LP-Gas Board  
P.O. Box 338  
Carson City, NV 89702

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## **SECTION 9 – AFFIDAVIT AND AUTHORIZED SIGNATURE**

The applicant hereby agrees that he will not allow any non-certified person to dispense propane or have access to equipment that is used to dispense propane.

The applicant understands that the Board is authorized to conduct examinations of any applicant to determine the responsibility, ability, knowledge, experience or other qualification of the applicant for a license.

The applicant understands that he will be subject to disciplinary action up to and including suspension or revocation of his license if at any time his propane installation is found to be operating in violation of applicable safety standards and or regulations.

The applicant understands that this application will be classified as a public record and will be available for inspection by the public.

### **WAIVER OF RIGHT TO NOTICE OF HEARING PURSUANT TO NRS 241.033 AND 241.034**

I acknowledge that I am aware that NRS 241.033 and 241.034 entitle me to a written notice:

- a) Delivered personally to me at least 5 working days before the meeting; or
- b) Sent by certified mail to my last known address at least 21 working days before the meeting

of the Nevada Board for the Regulation of Liquefied Petroleum Gas at which administrative action might be taken against me or at which my character, alleged misconduct, professional competence, or physical or mental health may be discussed or considered by the Board. I acknowledge that the Board intends to discuss my character, alleged misconduct, professional competence, or physical or mental health at the next available meeting as such relates to my **application** for certification or licensure by the Board and that the Board intends to **grant** or **deny** my **application**. To deny my application the Board would “take administrative action against” me as that term is used in NRS 241.034.

I acknowledge that the Board may decide to hold a closed session to discuss and consider my character, alleged misconduct, professional competence, or physical or mental health.

I acknowledge that because the Board is attempting to act on my application in an expeditious manner, the next meeting of the Board may be scheduled too soon for the Board to afford me the legally required notice pursuant to NRS 241.033 and 241.034. Because the Board might be unable to notify me in time to comply with NRS 241.033 and 241.034, I have two choices:

- 1) **Waive** the 5-day and 21-day notice by so indicating on the enclosed form, below, in which case my properly completed application will be heard by the Board at their next available meeting, or

2) Request a timely notice, in which case my properly completed application will not be heard by the Board until the next available meeting after timely notice has been given to me.

By checking one of the following, I hereby state to the Board:

- ☐ **I waive** my right to timely notice of the hearing on my properly completed application at the next available Board meeting, and I agree that the Board may discuss, consider and act on my application at that meeting, including **approval** or **denial** of the application, regardless of whether I attend the meeting.

*By making this waiver, I assume the responsibility of contacting the Board office from time to time, if I choose to do so, to keep myself apprised of the date of the meeting at which my application will be considered and acted upon.*

- ☐ **I do not waive** my right to timely notice of the hearing on my application, and I affirm that the Board may not discuss, consider or act on my application until timely notice has been given to me; and, therefore, I acknowledge that my application will not be considered until a later meeting.

**Signature Requirements:** A principal (officer, director, or owner) of the applying company must sign this application.

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print Name)

**This Application Must be Notarized.**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ Notary Public in and for County of \_\_\_\_\_ State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## NEW LICENSE APPLICATION - APPLICANT CHECKLIST

This checklist is provided as a courtesy in an effort to assist you in submitting a complete application. Please review this checklist to ensure that your application is complete. The Nevada Board for the Regulation of Liquefied Petroleum Gas (Board) desires to provide courteous and timely service to all applicants. To maximize its efficiency and level of service, **the Board will process complete applications only.**

- ☐ Responses have been made to all questions in each section of the application, and all supporting documentation is included.
- ☐ Section 1 – Designate the classification requested.
- ☐ Section 2 – Calculate and include the required fees.
- ☐ Section 3 – Provide all required information and, if applicable, attach a filed copy of your fictitious business name certificate.
- ☐ Section 4 – Mark the appropriate entity type and attach the requested information.
- ☐ Section 5 – List your Propane supplier.
- ☐ Section 6 – List all personnel per the instructions based on the entity making application. Answer the previous licensed question.
- ☐ Section 7 – Attach all required plans and specifications.
- ☐ Section 8 – Attach your valid certificate of insurance.
- ☐ Section 9 – A principal of the applying company must sign this application, and that signature must be notarized.

### **PLEASE NOTE:**

**The Board will only accept complete applications for processing. Please ensure that your application is complete and all supporting documentation is included. The Board will not act as your agent in gathering information or supporting documents.**

**The Board requires the original application be received in the Board office by 5:00 PM, 11 days prior to a meeting to be included on the agenda for that meeting. A schedule of Board meetings can be located at the Board office or on the Board website.**

**Applications approved with contingencies must have all contingencies met within 30 days for Board approval at the next meeting, or a new application and fees will be required.**

### **FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE**

Fee received: \_\_\_\_\_

License Number: \_\_\_\_\_

Processed By: \_\_\_\_\_

